



Parks and Recreation Department

J O B D E S C R I P T I O N

POSITION: **TINY TOT INSTRUCTOR / COORDINATOR (AS IV)**

WAGE: **\$12.81 - \$13.45 - \$14.12 - \$14.83 - \$15.57 - \$16.35 - \$17.17 - \$18.03 PER HOUR**

J O B D E S C R I P T I O N:

The City of Fremont Tiny Tots Program is a well-established, safe, nurturing, creative and child-centered environment where children develop academically, socially, emotionally and physically. The Tiny Tot Preschool Teacher is responsible for preparing monthly, developmentally appropriate calendars and curriculum for students. Daily activities include supervised play, story-time, reading, math, art, science, and circle-time.

EXAMPLES OF DUTIES *(These duties are a general description and are not all-inclusive)*

- *Teaches class of pre-school children*
- *Prepares and coordinates theme-related programs that include storytelling, art, music, motor movement, science, math and reading readiness*
- *Prepares course materials, calendars, etc.*
- *Maintains a healthy and safe environment for students*
- *Maintains communication with parents and staff*
- *Updates bulletin boards regularly and keeps clean and organized classroom*

MINIMUM QUALIFICATIONS

- *Early Childhood Education Units (minimum of 12 units)*
- *Must have two years successful teaching experience in a preschool or elementary school setting.*
- *Must be available 12:15 PM to 4:00 PM Monday thru Thursday for a maximum of 20 hours per week*
- *Must be able to prepare lesson plans, activities and attend staff meetings and training*
- *Must establish and maintain productive relations with children, parents and peer staff*
- *Must possess excellent organizational skills and be able to multi-task*
- *Must be able to engage students through songs, stories, art, etc.*
- *Comply with suspected child abuse reporting (11166.5 PC)*
- *Must be able to lift and carry 25lbs.*

DESIRABLE QUALIFICATIONS

- *More than 12 ECE units*
- *Computer experience (Microsoft Office Suite)*
- *Experience with multi-ethnic communities*
- *Recreational programming experience*

SELECTION PROCESS

Qualified applicants will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations will include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

APPLICATIONS MAY BE OBTAINED AT: **City of Fremont Parks and Recreation Department**
3300 Capitol Avenue, Building B
Fremont, CA 94537

Or at any City of Fremont Recreation Services facility
Or www.fremont.gov

FOR SPECIFIC QUESTIONS REGARDING THIS POSITION CALL (510) 494-4349

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER
WE DO NOT DISCRIMINATE ON ANY BASIS**

The City of Fremont Parks and Recreation Department will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

FINGERPRINTING & TB TEST ARE REQUIRED FOR THIS POSITION

08/15/12